

New Brunswick Free Public Library

60 Livingston Avenue, New Brunswick NJ 08901

732-745-5271

Minutes, Board of Trustees

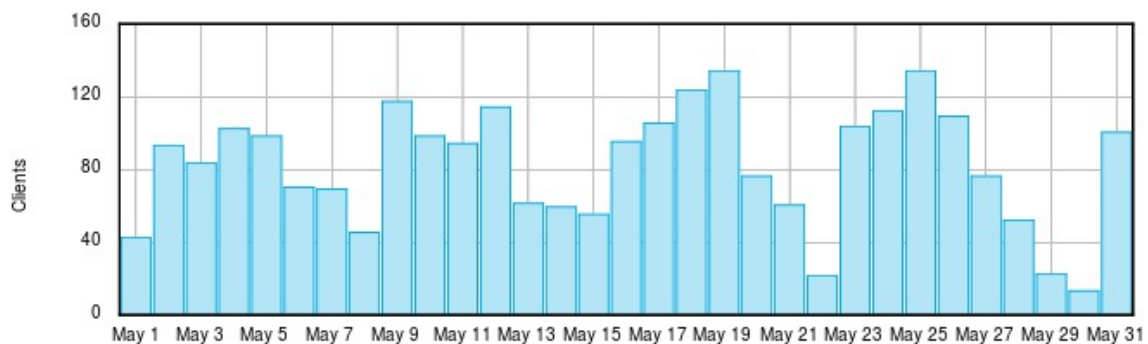
June 15, 2016 5:00 p.m.

1. Announcement of Compliance with Open Public Meeting. Notice of the meeting was sent electronically to the Home News Tribune and was posted in the library, on the library website, and at City Hall.
2. Call to Order.
3. Roll Call. Present: Alfonso, Binde, Celey, Diaz, Monus; Excused J. Marchetta, R. Marchetta, Ortiz; Staff: Belvin, Crittenden.
4. Approval of Excused Absences. Celey (Monus), unanimous
5. Approval of Agenda. Diaz (Celey), unanimous.
6. Approval of Minutes for April 27. Celey (Diaz), unanimous.
7. Approval of Bills. Monus (Celey), unanimous.
8. Committee Reports.
 - 8.1. Policy Committee.
 - 8.1.1. Logos. A discussion on use of the library logos on events the library was not directly involved in was postponed.
 - 8.1.2. Internet Privileges: Internet Use applications will be mailed to the parents of children who request Internet access but whose parents are not in the library.
 - 8.2. Finance Committee. No report.
 - 8.3. Friends' Liaison: The Friends raised \$2,123 from the book sale. They sold 1,660 items (1,570 books including 779 soft cover and 464 children's books). The Friends Annual Meeting will be Wednesday, June 22 at 5:00 p.m. The guest speaker will be Elaine Flynn, Middlesex County Clerk, who will speak on voting.
9. Staff Presentation. Kim Adams' presentation on the Archives will be July 27.
10. Director's Report.
 - 10.1. Bathroom: On May 18, another patron passed out in the restroom and had to be taken to the hospital. There was an extended discussion of the challenges the library staff faces in dealing with the wide diversity of the public and how to balance the rights of all the public to proper library services. Issues discussed included the right of access to the library as a *limited public forum*, suspending patron's library privileges for actions that violate library policy, and the difficulty of anticipating violations.
 - 10.2. Bees: The library again attracted a swarm of honeybees. On May 19, on the advice of a professional beekeeper nothing was done.
 - 10.3. Career Connections: The grant award was reduced to \$54,060, and the performance period runs from June 1, 2016 to May 31, 2017. One Stop Grant from the Department of Labor and Workforce Development (LWD). This is to provide Uniform Career Guidance and Job Search Assistance Services for job seekers. The grant is intended to provide twenty-five hours per week of service and pay for personnel, administrative costs, and office supplies. The grant cycle was to be July 2016 to July 2017; however, when we received the contract on June 1, LWD had changed the contract period to June 1 to May 31, 2017. Since most of the funds will be for salaries, the processing of the staff to be hired will have to be expedited. A formal contract from

LWD was received, signed, and overnighted back to LWD. We are awaiting its signature by the Commissioner.

- 10.4. Children's Room Closing: The Children's Room will be closed Saturday, June 18 for the summer reading kick-off and will be closed on Saturday August 13 for the end-of-summer Faire. The Summer 6:00 p.m. closing for the Children's Room will begin Monday June 27.
- 10.5. Children's: One evening, a toddler was with her mother and she shoved some Play-Doh up her nose. The librarian provided her mom with a Q-tip and an alcohol wipe from the first aid kit. The mother managed to get the piece free, and the little girl was fine.
- 10.6. Cinco de Mayo Extravaganza: In collaboration with Lazos América Unida, the New Brunswick Cultural Center, and the Rutgers Center for Latino Arts and Culture, the library had a very well attended program celebrating Cinco de Mayo on May 7.
- 10.7. Curiosity Creates: For *On the Zine with NBFPL*, the library's teen-run magazine project, three DSLR cameras and accompanying photography and video equipment were purchased. This will expand the magazine's content possibilities as the young people learn basic photography and videography principles. An online hosting platform through FlippingBook has been purchased so digital issues of the 'zine can be accessed by computers and through the platform's app to facilitate wider circulation to the New Brunswick community.
- 10.8. Esperanza Neighborhood: Belvin attended the May 3 stakeholders meeting where there was a discussion of the possibility of a municipal identification card.
- 10.9. Henry Guest House Air conditioning: The company with the current contract for HVAC identified holes in the coil. They have been unable to repair or replace it. Elvin Ortega contacted two other companies and Nastus will be repairing the problem.
- 10.10. Impervious Cover: The Rutgers Cooperative Extension Water Resources Program has produced a report, *The Impervious Cover Reduction Action Plan for New Brunswick City...* Included in the report is a recommendation that the library consider a bioretention system for storm water runoff in front of the library and pervious pavement in the Welton Street parking lot. On May 31, Belvin met with Heather Fenyk, the President of the Lower Raritan Watershed Partnership, Sal Salsa, Supervisor, Buildings & Grounds, Vince Rifici, the Chair of the Parks & Gardens Commission, Sara Mellor of the Rutgers Cooperative Extension Water Resources Program, and others to discuss the possibility of rain gardens and permeable pavement around the library.
- 10.11. Kiwanis: Belvin gave a presentation on Famous People from New Brunswick at the Kiwanis Club of New Brunswick's May 16 meeting.
- 10.12. LMxAC: The consortium will absorb half the cost of the router upgrades that includes a Dell Sonic Wall TZ 500 Firewall, Dell Sonic Wall TZ 500 HA, and installation.
- 10.13. MAAST: For the fifth year, Math & Science Story Time (MASST) in partnership with NIEER at Rutgers will be at the library for children aged 3 to 5 years old. The story times will be Thursday nights starting on June 23 and ending August 11.
- 10.14. Middlesex County History Day: Hsien-min Chen and Marco Arias represented the library at the Middlesex County History Day on June 5.
- 10.15. Museum Passes: A patron inquired why the library does not have a museum pass program. Belvin checked a few museum including the Grounds for Sculpture (\$400 per year), the Intrepid Air Space Museum (\$500 per year), and the American Museum of Natural History (36 vouchers for \$250).
- 10.16. *New Brunswick, New Jersey: the Decline and Revitalization of Urban America* is a new and fascinating book by Dr. David Listokin, Dean Dorothea Berkhout, and Dean James Hughes. It was released on May 17. The library supplied substantial amounts of material for the book.
- 10.17. Newspapers: While doing some research, Belvin found that because of how the microfilm was sorted onto reels, the Sunday Home News papers for certain years had been skipped. A note has been put on the website and these reels will be given priority on the next batch of digitization.

- 10.18. NJLA: Chelsea Woods-Turner has been elected to the NJLA Executive Board as a member-at-large. She had just finished a two-year term as Honors & Awards Committee chair. She also served on the NJLA Young Adult Section's Garden State Teen Book Award Committee. Belvin noted her platform included diversity within the profession, partnership between public and school libraries, and building the essential bridge between youth and adult departments to firmly establish lifelong library use.
- 10.19. Photography: The opening reception was June 10. There were over 130 entries from more than 50 people.
- 10.20. Rutgers Community-University Research Partnership Grant: Dr. Dorothea Berkhout, Associate Dean and Dr. David Listokin of the Edward J. Bloustein School of Planning and Public Policy have been awarded an \$18,000 grant to conduct research to identify categories and best practices for making accessible significant New Brunswick materials including creating a preservation assessment plan and organizing the materials with guidance from the New Brunswick Historical Association, the Historical Society, and the archivist of the New Brunswick Free Public Library.
- 10.21. Rutgers Day: The library's table was very busy at Rutgers Day. Led by Hsien-min Chen, the staff and volunteers produced over a button a minute using the button maker, a digital camera, and a portable printer.
- 10.22. Tri-County History Fair for Union, Middlesex, and Somerset counties. The library will be represented at the Tri-County History Fair at the Plainfield Public Library on October 22.
- 10.23. Wireless Use:



- 10.24. Young Adult Room: The teen room will have extended hours during the summer. It will be open from 10:00 a.m. to 6:00 p.m. Monday to Thursday and 10:00 a.m. to 5:00 p.m. Fridays.
- 10.25. Young Adult: Summer programming includes an Afternoon Movie on Tuesdays; an Hour of Code on Wednesdays; and Game Time on Thursdays.
11. Unfinished Business.
12. Old Business.
13. New Business.
 - 13.1. MURAL Reciprocal Borrowing Agreement Renewal. Celey (Monus), unanimous.
 - 13.2. New Jersey State Library Trustee Institute will be September 10. The State Library will pay the full conference cost for a trustee from each library. Additional trustees may attend with the cost borne by the library. It is being held at the National Conference Center of East Windsor. Celey expressed interest.
14. Other Matters.
15. Public Comment.
16. Adjournment. Celey (Monus), unanimous.

Next Meeting July 27